

## Job Announcement

<http://mdcourts.gov>  
TTY/D use Maryland Relay Service

### OPEN TO CURRENT MARYLAND JUDICIARY EMPLOYEES ONLY

<b>Opening Date:</b>	June 23, 2011	<b>Closing Date:</b>	July 7, 2011
<b>Job Title:</b>	Administrative Services Administrator	<b>Position Type:</b>	Regular Full Time
<b>PIN:</b>	079022	<b>FLSA Status:</b>	Exempt
<b>Location:</b>	District Court Headquarters Administrative Services Annapolis, MD	<b>Grade/Entry Salary:</b>	J17 \$57,075 - \$90,264
		<b>Financial Disclosure:</b>	Yes

#### Regular State employees subject to promotion/demotion policy

**Essential Functions:** This is a professional position providing administrative coordination, leadership and management support, facilitation and review in the Administrative Services section of District Court Headquarters. The Administrator will supervise a group accountable for managing the District Court's legislative process and responses to the General Assembly, including preparing/analyzing fiscal notes and impact statements, preparing testimony, and tracking bills that may affect the District Court. Serves as the District Court's bond forfeiture expert, advising clerical staff statewide on policies and procedures, and ensuring accurate handling of bond forfeitures. Supervises and oversees the updating of the statewide automated Bondsmen System and the headquarters Bond Forfeiture System. Supervises and directs the creation, revision, distribution and requisitioning of Judiciary forms and brochures. Position will assist with the maintenance of the eCitation and MDEC initiatives. Will assist in review of red light and speed monitoring citation formats created and used by individual municipalities throughout the State of Maryland. Serves as Administrative Services representative on committees. Responsible for assisting the Assistant Chief Clerk, Administrative Services in analyzing, planning, and overall management of the department to assure that effective tools are created and activities carried out to promote an excellent public image of the District Court and provide all with understandable, accurate guidance through multi-media approaches, including written guidance, newsletter articles, brochures, forms, and the District Court's Intranet and Internet websites (development, maintenance, and response). Assures that information is available in accessible formats, including foreign languages. Assists in the implementation of procedures to assure compliance with ADA access and interpreter services statewide. his position reports directly to the Assistant Chief Clerk, Administrative Services, and is responsible for direct and indirect staff supervision of professional staff.

**Education:** Bachelor's Degree from an accredited college or university.

**Experience:** Five years of progressively responsible professional/administrative experience with demonstrated knowledge in management principles, PC applications (including Desktop publishing) project management, team leadership and consensus building.

**Skills/Abilities:** Knowledge of the Maryland Court System. Ability to plan, coordinate and administer various projects simultaneously. Individual must have excellent writing and editing skills, with good attention to visual detail. Must be able to organize and prioritize multiple projects in order to meet deadlines. Knowledge of Windows and Windows based programs. Ability and willingness to learn to use additional software. Must have a valid driver's license. Ability to perform all essential functions of this position.

**Please submit a Judiciary application (unsigned applications will not be accepted) or resume and cover letter stating position title. Materials must be received at the address below by 5:00 p.m. on the closing date. The Human Resources Department will not be responsible for applications/resumes sent to any other address.**

Maryland Judiciary  
Human Resources Department  
580 Taylor Ave., Bldg. A-1  
Annapolis, MD 21401  
Email: [jobs@mdcourts.gov](mailto:jobs@mdcourts.gov) (Zip files not accepted)

The Maryland Judiciary is a drug free workplace and an equal opportunity employer, committed to diversity in the workplace. We do not discriminate on the basis of race, religion, color, sex, age, sexual orientation, national origin or disability. Applicants who need accommodation for an interview should request this in advance. The candidate selected for this position will be subject to a background check. Employees must be United States citizens or eligible to work in the United States.